

**CHIEF OF TRAINING
STUDY GUIDE**

A written examination for the class of **CHIEF OF TRAINING** to be administered in **MONROE** on **MAY 11, 2010**, will consist of approximately 110 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	15.5%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of forcible entry, fire streams, ventilation, rescue, fire attack, safety, salvage and overhaul, emergency medical care, and hazardous materials.	15.5%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; pump operations; sprinklers and standpipe systems; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	11.8%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, nozzles and hoses, ladders, and extinguishers.	6.4%
FIRE PREVENTION AND INSPECTION Knowledge of fire prevention and inspection procedures sufficient to train departmental employees in performing fire inspections, and the collecting of information for pre-fire planning.	6.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving researching, planning, organizing, and directing departmental operations of the training division; budgeting; purchasing of equipment and supplies; and inventory control.	14.5%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation and control; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	9.1%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates.	11.8%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	9.1%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Fire and Emergency Services Instructor, 7th ed., 2006.
- Essentials of Firefighting, 4th ed., 1998.
- Pumping Apparatus Driver/Operator, 2nd ed., 2006.

Fireground Support Operations, 1st ed., 2002.
Chief Officer, 2nd ed., 2004.
Fire Inspection and Code Enforcement, 6th ed., 1998.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

FIRE SUPPRESSION RATING SCHEDULE, Insurance Services Office (ISO), 160 Water St., New York, N.Y. 10038, 1980.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.